

**POSITION DESCRIPTION****M-2****Town of Needham****Div. Superintendent, Parks****5/97*****Duties:***

Under the direction of the Director of Public Works, plan, organize, and direct Park Division activities and operations, and serve as Town Tree Warden.

Responsible for the development of plans and programs to provide for the care and maintenance of public lands, school grounds, and town parks and recreation facilities to include care and control of Town shade trees, shrubs, lawns, gardens and other assigned areas; direct operations involving the pruning, spraying, removal and disposal of trees in conformance with Town, State and Federal rules and regulations; provide support activities for various sports, arts, cultural and civic programs and events to include outdoor ice skating maintenance, pool maintenance, etc.; and plan and coordinate the building of new parks and facilities, including assistance with specifications and bidding procedures.

Respond to resident inquiries, requests and complaints, referring potentially sensitive issues to Director; interact with other Town agencies regarding scheduling of events; maintain contact with outside agencies, including utility companies; and attend board meetings and public hearings to provide technical information and respond to questions.

Interview and select applicants for vacant positions; provide training for new personnel; schedule and assign staff; resolve grievances, evaluate staff and recommend changes in status and compensation; and oversee preparation of payroll and other employee documents.

Develop, recommend, and implement Park Division policies and procedures and ensure compliance by staff; ensure compliance with applicable Town, State, and Federal safety and health rules and regulations; serve as department Right to Know Coordinator; and maintain liaison with public utilities, Norfolk County Mosquito Control and other agencies regarding park operations and issues.

Plan and supervise spray programs for control of weeds and insects; and provide technical advice and information on arbor culture to the public and others requesting information.

Prepare and submit division budgets; oversee the expenditure of funds; monitor and control expenses; process and expedite payment of bills; prepare annual statistical and division reports and other operational reports as requested; and ensure adequate levels of inventory.

Maintain current knowledge of profession through peer association and attendance at seminars and meetings; and conduct periodic meetings to educate staff and to respond to questions.

Required to be on-call for emergencies. Perform related technical and administrative duties as assigned by Director.

***Basic Knowledge:***

Duties require knowledge equivalent to a bachelor's degree in forestry and turf management, certification

and supervisor's license for pesticide application required.

***Experience:***

Work requires five (5) years of related experience and experience in municipal management/administration. Position requires a valid motor vehicle license.

***Independent Action:***

Incumbent participates in establishment of short-range plans and objectives within the scope of Town policies and goals; consults with Director on major policy issues, disciplinary problems, major expenditures, and issues having significant public relations impact.

***Supervisory Responsibilities:***

Incumbent provides supervision to general foreman, working foremen, and permanent staff equivalent in total to 16 FTE's, plus 8 seasonal personnel.

***Physical and Environmental Standards:***

- Frequent periods supervising or inspecting in non-office environments, including garages, water supply stations, sewer facilities, landfills, parks and recreational areas.
- Regular periods spent outside subject to weather conditions while inspecting or directing work.
- Frequent walking, standing, climbing; occasional requirement for sustained uncomfortable physical positions.
- Some exposure to high noise and vibration levels from heavy equipment.
- May spend sustained periods at terminal or on telephone.
- Some travel within the Town to plan, oversee, or provide departmental services.